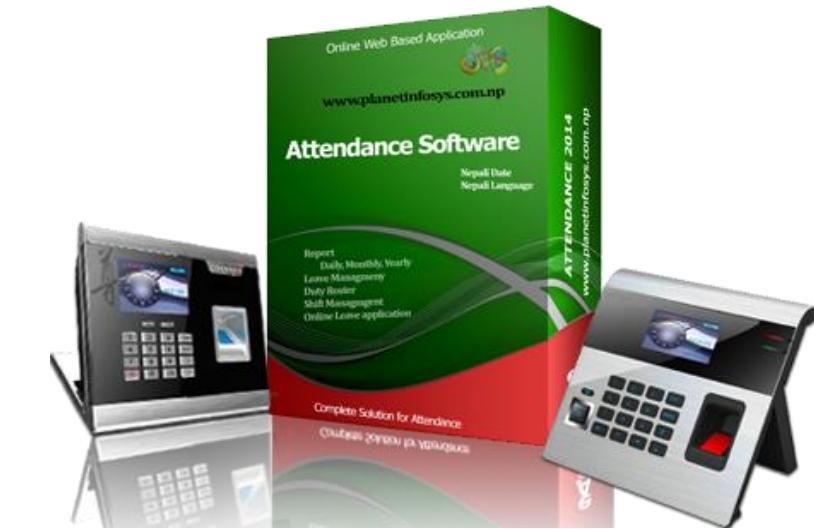


User Manual Guide



TIME ATTENDANCE MANAGEMENT SOFTWARE NEPALI

Short Cut Keys

| Functions | Short Keys |
|--------------------------|------------|
| Save | Ctrl + S |
| Delete the Selected Data | Ctrl + D |
| Refresh | Ctrl + F5 |
| Close the Form | ESC |
| Generate Report | Alt+ G |
| Report Menu | Alt + R |
| Master Setting | Alt + M |
| Setting Menu | Alt + S |

Steps on Software

1. [Create Fiscal Year](#)
2. [Add Employee](#)
3. [Add Holiday](#)
4. [Add Leave \(this leave is for only paid leave, for unpaid leave do not enter the value.\)](#)
5. [Add Weekends](#)
6. [Add Devices](#)
7. [Select the device and Click on download logs](#)
8. [Generate report](#)
9. [View Report](#)
10. [Absent posting and forget Attendance Posting](#)
11. [Leave Posting](#)

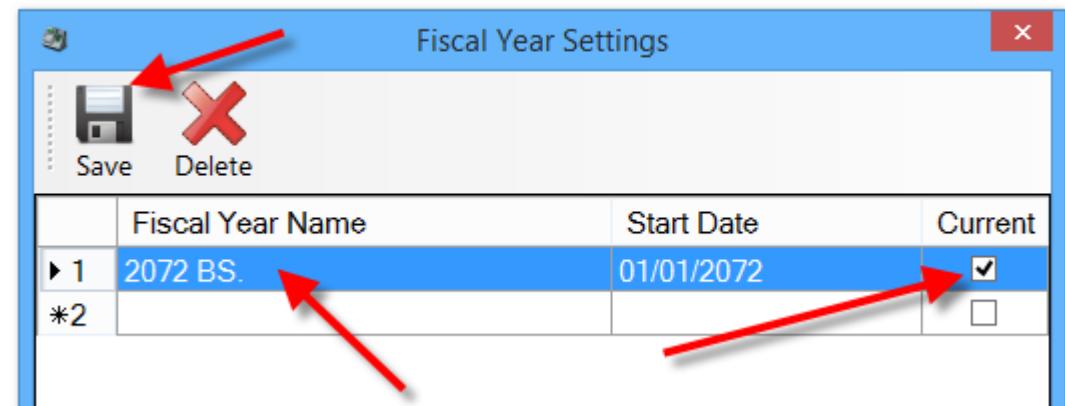
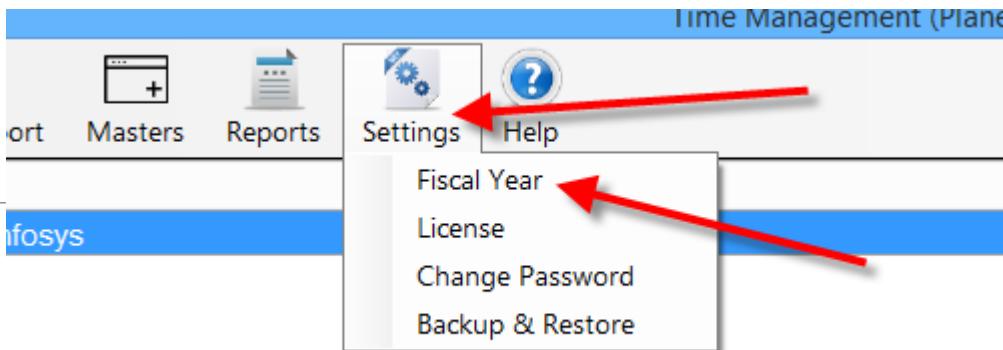
Creating Fiscal Year

- Click on Setting (short cut key, Alt+S)
- Click on Fiscal Year
- Double Click on Grid and Add Fiscal year in Nepali date and Click on Current
- Click on Save button { Short Cut Key : ctrl + S }

.....

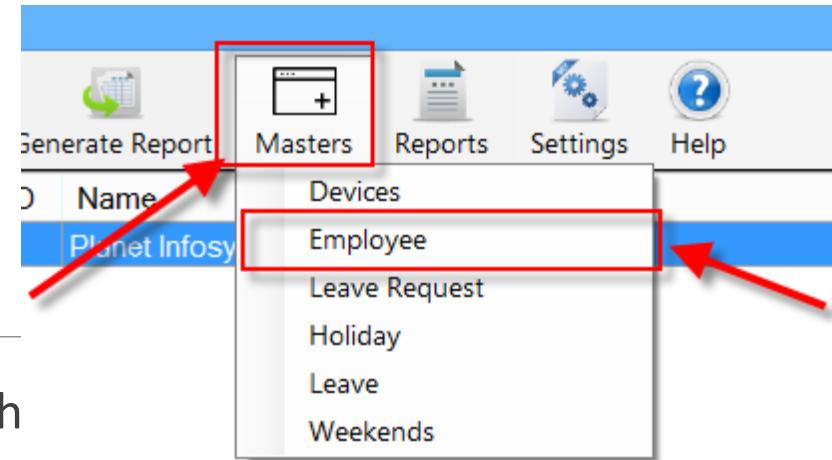
For Deleting the fiscal year

- Select the Fiscal year in Grid
- Click on Delete { short cut : ctrl + D }

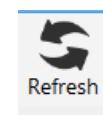
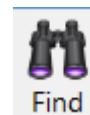


Adding Employee

- Click on Master Menu or (Alt + M)
- Click on Employee
- Type Employee Name, Device use id, Join date and Ch
- Click on Save or (Ctrl + S)

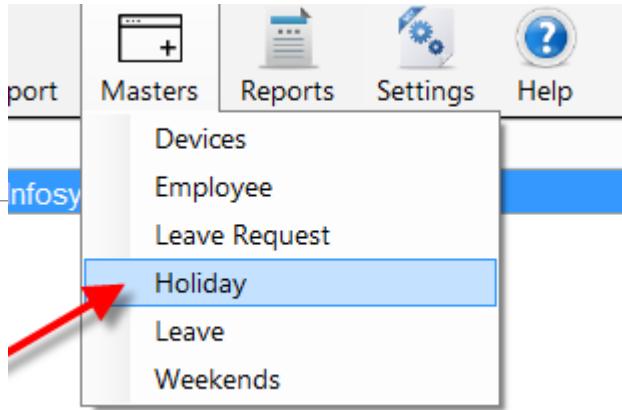


- ✓ **Editing Employee** : Double Click on Grid, edit the details and Save
 - ✓ If employee is not working, then just edit that employee and Tick of Active
- ✓ **Deleting Employee** : Select the Employee in Grid and click on Delete or(Ctrl+D)
- ✓ **Searching Employee** : Click on **Find** or press **F5**
- ✓ **Refreshing the staff list** : click on **Refresh** Button or press **Ctrl+f5**
- ✓ **Close the Form** : Press **Esc**



Add Holiday

- Click on Master Menu or (Alt + M)
- Click on Holiday
- Type Holiday Name
- Select the Date
- click on Save  or Ctrl + S

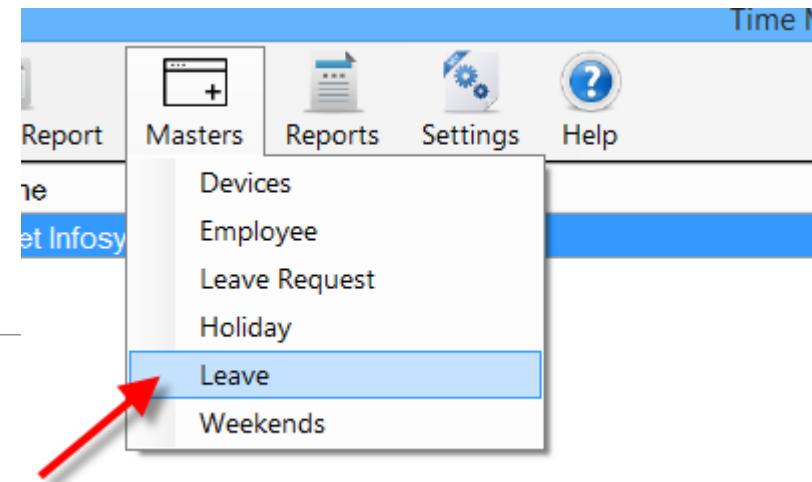


Editing the Holiday : select the holiday and double click on it

Deleting the Holiday : Select the holiday and click on Delete  or Ctrl + D

Adding Leave

- Click on Master Setting (Alt +M)
 - Click on Leave
 - Type Leave type
 - Input only paid leave not unpaid leave. Suppose the company is providing 30 days Paid Home leave then add in leave type else no need to add leave it will count as absent unpaid
 - Click on Save or Ctrl + S
-

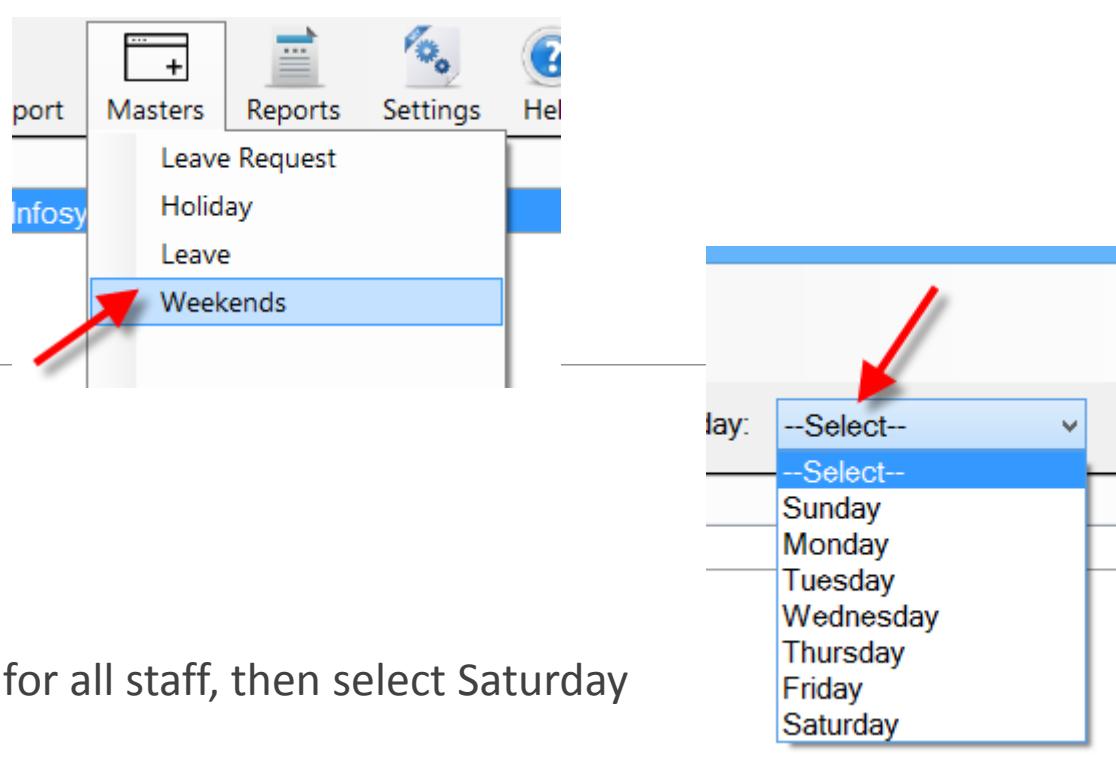


Editing the leave : Select the leave type in Grid, and double click on it, edit and save

Deleting the Leave : Select the leave type in grid, and click on **delete or Ctrl +D**

Adding Weekend

- Click on Master Menu (Alt + M)
- Click on Weekends
- Select the Weekend day
 - If the company have weekend for Saturday for all staff, then select Saturday and Click on **Map All**.
 - *This will allow Saturday as weekend to all Staff*
 - If there are few staff have any another day as weekend, then select the staff name, select the weekend



Editing the Staff Weekend : Double click on Grid, Select the weekend Day, and click on Save (Ctrl + S)

Adding Devices

- Click on Master Menu
 - Type Name, IP Address, Port
 - directly put the value in grid and use **Tab** button for next column.
 - Default port is 4370 put this and ip according to your network ip range, put in the device and same ip in this software also.
 - Click on Save or **Ctrl + S**
-

| | Name | IP Address | Port | Model No |
|-----|----------------|----------------|------|----------|
| ► 1 | Planet Infosys | 192.168.10.201 | 4370 | ZKT ECO |
| *2 | | | | |

Edit the Device : Double click on the Grid and just update the data and **Save or Ctrl+S**

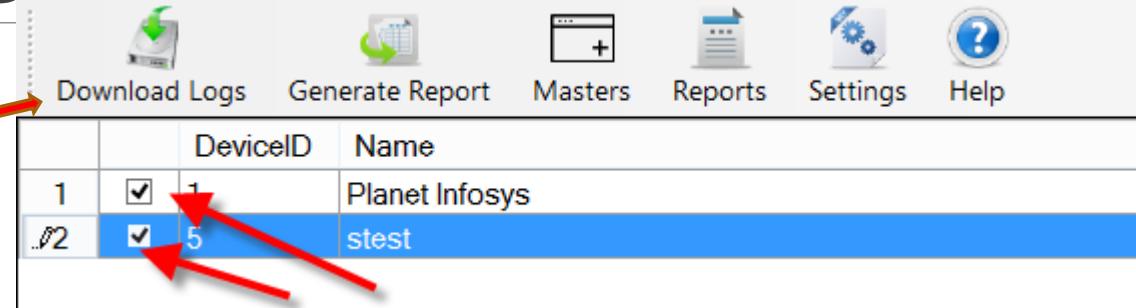
Delete the Device : Select the device that need to be delete, click on **Delete** button or **Ctrl + D**

Downloading Logs from Device

➤ Mark Tick on the device.

➤ Click on Download Logs

➤ or Ctrl + D



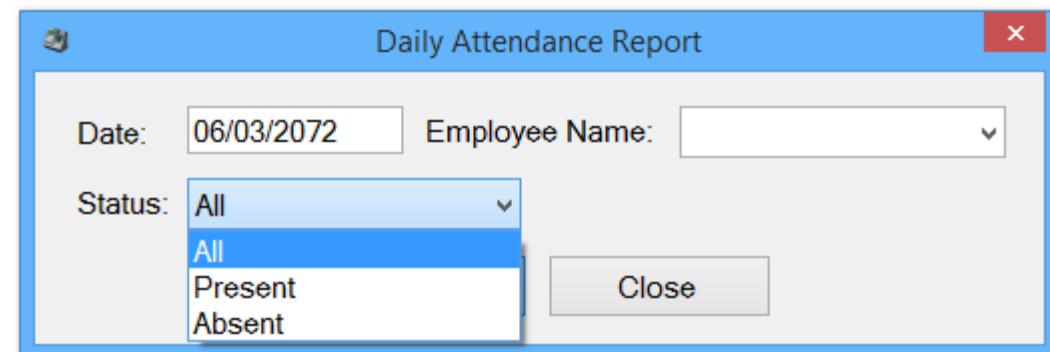
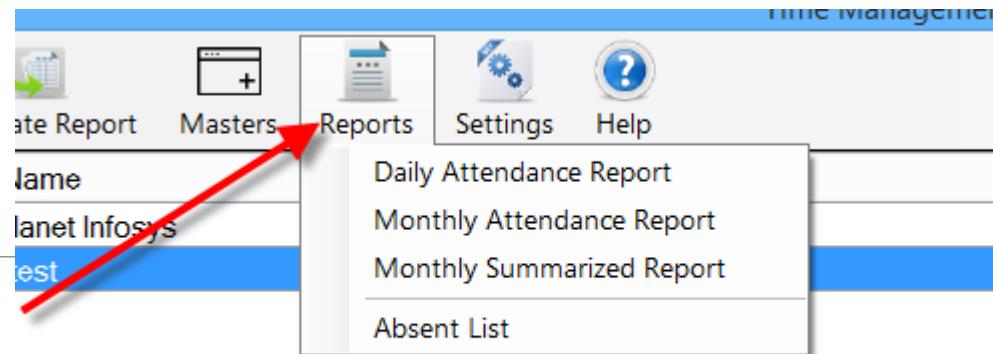
| | DeviceID | Name |
|---|---------------------------------------|----------------|
| 1 | <input checked="" type="checkbox"/> 1 | Planet Infosys |
| 2 | <input checked="" type="checkbox"/> 5 | stest |

➤ After Download Logs, always Click on **Generate Report (Alt + G)**

➤ *Every time when you download the logs, or changes in Weekend, Holiday, leave, Generate Report should be click.*

View Report

- Click on Report or Alt + r
- View Daily attendance
- View Monthly attendance report
- Monthly summarized report



Absent Posting

- Click on Report (Alt + r)
- click on Absent list
- Put the desire date.. And click on **Find** to Search
 - Delete the date and click on FIND, all the absent list will be shown in grid.
- Click on Manage, Put Remarks for Absentees and Put Time in and Time out to Manage the Time

Absent List

The screenshot shows a software window titled "Absent List". At the top left is a binocular icon labeled "Find". To its right is a dropdown menu for "Employee Name" and a date input field for "Date" (with placeholder "/ /"). Below these are five rows of data in a grid:

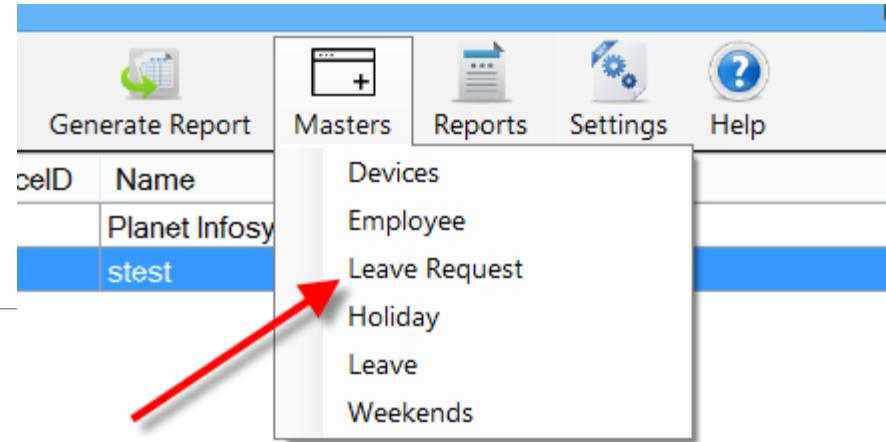
| | Employee Name | Att. Date | Remarks | Action |
|-----|--------------------|------------|---------------|------------------------|
| ► 1 | Sunil Maharjan [1] | 13/02/2072 | | Manage |
| 2 | Sunil Maharjan [1] | 18/02/2072 | | Manage |
| 3 | Sunil Maharjan [1] | 21/02/2072 | | Manage |
| 4 | Sunil Maharjan [1] | 25/02/2072 | Personal Work | Manage |
| 5 | Sunil Maharjan [1] | 26/02/2072 | | Manage |

Absent Reason

The screenshot shows a software window titled "Absent Reason". It contains fields for "Absent Date" (set to 25/02/2072), "Time From", "Time To", and "Absent Reason". The "Absent Reason" field is highlighted with a red border. A "Save" button is located at the top left.

Leave Posting

- Click on Master Alt + m
- Click on Leave Request
- type Employee Name, Select the Leave type, choose the date
- Click on Save (Ctrl + S)



The screenshot shows a 'Leave Request' dialog box. At the top, there are buttons for Find, Save, Delete, and Refresh. Below them are input fields for Employee Name, Leave Type, Leave From (set to 06/03/2072), and Leave To (set to 06/03/2072). A table below the controls displays a list of leave requests with columns for Employee Name, Leave From, Leave To, Days, and Leave Type.

| Employee Name | Leave From | Leave To | Days | Leave Type |
|---------------|------------|----------|------|------------|
| | | | | |

Editing the Leave : Select the Employee name and Click on **Find**

or Clear the date and click on **Find**, it will display all the list

Delete the Leave : Select the desire leave and click on **delete** (Ctrl + d)